

NEW: Professional Standards Checklist for School Food Authorities

The School Food Authority (SFA) agrees to abide by the USDA Professional Standards requirement, as well as the Arkansas Child Nutrition Director Certification requirements. Please see [Commissioner's Memo CNU-16-028: Hiring and Training Standards Released in Guide to Professional Standards for School Nutrition Programs](#), AND [CNU-16-030: 2016 Child Nutrition Directors Certification Training](#) for more information.

All SFAs newly hired (after July 1, 2015) Child Nutrition Directors must have minimum prior training standards of at least eight (8) hours of food safety training, either not more than five (5) years prior to starting date, or completed within thirty (30) days of the Child Nutrition Directors start date.

☐

SFAs with student enrollment of less than 500 may contact ADE CNU for approval of a Child Nutrition Director candidate who meets the educational standards required for SFAs under 2,499 students, but has less than the required three (3) years of experience.

☐

SFAs with less than 2,499 student enrollment with Child Nutrition Directors hired after July 1, 2015, must meet one of the following educational standard requirements:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas*
- Bachelor's degree in any academic major, AND Arkansas Child Nutrition Directors Certification
- Bachelor's degree in any academic major AND at least one (1) year of relevant school nutrition programs experience
- Associate's degree, or equivalent educational experience, with academic major in specific areas* AND at least one (1) year of relevant school nutrition programs experience
- High school diploma (or GED) AND at least three (3) years of relevant experience in school nutrition programs

☐

SFAs with student enrollment between 2,500 and 9,999:

- Bachelor's degree, or equivalent educational experience, with academic major in specific areas*
- Bachelor's degree in any academic major AND Arkansas Child Nutrition Director's Certification
- Bachelor's degree in any academic major AND at least two (2) years of relevant school nutrition programs experience
- Associate's degree or equivalent educational experience, with academic major in specific areas*, AND at least two (2) years of relevant school nutrition programs experience.

☐

SFAs with student enrollment of more than 10,000:

- Bachelor's degree or equivalent educational experience with academic major in specific area;*
- Bachelor's degree in any academic major, AND Arkansas Child Nutrition Directors Certification
- Bachelor's degree in any academic major AND at least five (5) years of experience in management of school nutrition programs.

In addition to the above requirements for newly hired Child Nutrition Directors there is a continuing education requirement for all child nutrition staff. Directors are required to have at least twelve (12) hours and managers and workers are required to have at least ten (10) hours of continuing education each school year. Child Nutrition staff are required to be trained annually on food safety and civil rights.

Superintendent Signature

Date

District Child Nutrition Director Signature

Date

* Specific majors/areas of concentration: Food and Nutrition, Food Service Management, Dietetics, Family and Consumer Sciences, Nutrition Education, Culinary Arts, Business, or a related field.